

CLASS TITLE:

**ASSISTANT DIRECTOR FOR
NATURAL RESOURCES
DEVELOPMENT AND PROTECTION (DEM)**

Class Code: 02514800

Pay Grade: 40A

EO: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To be responsible for the planning, administration, coordination, direction and control of the natural resources development and protection functions conducted by the Division of Coastal Resources, Enforcement, Fish and Wildlife, and the Estuarine Resources Program in the Department of Environmental Management (DEM); to assume the duties and responsibilities for the overall administration of the Natural Resources Management Section in the absence of the Associate Director; and to do related work as required.

SUPERVISION RECEIVED: Works under the administrative direction of the Associate Director for Natural Resources Management (DEM) with considerable latitude for the exercise of independent judgement; work is subject to review through consultations and submitted reports for conformance to laws, rules, regulations and departmental policies and objectives.

SUPERVISION EXERCISED: Plans, organizes, directs, coordinates and evaluates the work of administrative, professional, technical, and clerical staff, and others as assigned.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To be responsible for the planning, administration, coordination, direction and control of the natural resources development and protection functions conducted by the Divisions of Coastal Resources, Enforcement, Fish and Wildlife, and the Estuarine Resources Program.

To serve as the Associate Director for Natural Resources Management (DEM) in case of absence or inability of the associate director to discharge the responsibilities of the section.

To be responsible for the evaluation of the management, methods and procedures within the divisions of Coastal Resources, Enforcement, Fish and Wildlife, and Estuarine Resources Program as to their effectiveness, efficiency, and progress, and to recommend future plans and budget allocations based on this evaluation.

To assist the associate director and provide leadership in the preparation, implementation and control of the department's natural resources management budget.

To be responsible for developing and maintaining departmental plans and operations for the management of public lands, natural resources, recreational resources and other facilities under the jurisdiction of the department; a comprehensive registration and licensing program for the department's various natural resource management programs, as mandated by statute; and a comprehensive enforcement and emergency relief program, as mandated.

To review existing laws, proposed legislation, rules and regulations and report thereon to the associate director as they related to the department's natural resources functions.

To assist the director and associate director in the formulation of departmental policies and procedures.

To direct division heads in the preparation of reports on the applications and interpretation of state laws and departmental policies and objectives, and to confer with them for guidance and assistance.

To attend meetings and conferences and serve on various boards and commissions involving federal, state and local officials, professionals, and the public, and to represent the associate director, director or Governor as required.

To plan, coordinate and direct the divisions so designated within the Natural Resources Management Section in the efficient use, maintenance and protection of all physical facilities under their jurisdiction.

To assist the Associate Director by relieving him/her of administrative details concerned with the department's natural resources functions.

To be responsible for conducting studies in various areas in the natural resources field.

To review and evaluate applications for federal grant funds.

As required, to assist and represent the associate director concerning labor relation matter and negotiations.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the principles, practices and techniques pertaining to the administration of a broad range of natural resource/environmental management, protection, and recreational programs; a thorough knowledge of federal and state laws relating to natural resource/environmental management, protection, and recreational programs; a thorough knowledge of conservation principles, methods, practices, standards and organization; knowledge of the principles, methods, and techniques used in the maintenance and repair of mechanical equipment, seasonal buildings, fishing piers, roads, and other structures; a thorough knowledge of the principles, practices and techniques of natural resources management, and the ability to apply such knowledge in the administration and control of several divisions; a thorough knowledge of the organizational structure of state government and the functions of its departments and agencies; the ability to evaluate the effectiveness of programs, identify problems, and work creatively to improve them; knowledge of general and cost accounting procedures as well as government finance policies and procedures; a familiarity with scientific analytical techniques; the ability to develop and maintain effective working relationships with associates and with other public and private officials; the ability to plan, organize, review and evaluate the work of administrative, professional, technical, clerical staff and others as assigned; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: possession of a Master's Degree in the field of Natural Resources Management, or a related field; and

Experience: Such as may have been gained through: three to five years experience in a highly responsible administrative and supervisory position involving governmental operations in the fields of natural resources management and environmental protection.

Class Created: January 6, 1995

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